

## Loan Closing Checklist Instructions

When you have 80% of the required due diligence, pursuant to the Loan Closing Checklist that pertains to your project, **please provide to your Loan Administrator, one three ring closing binder tabbed with number dividers that correspond with the appropriate Checklist number AND one copy of the entire binder contents and Checklist on disk.** Please check off the documents you are submitting, if you have previously submitted a document please put “PS” (previously submitted), for documents that are pending please put “TBS” (to be submitted).

You will very likely have subsequent due diligence to provide after you submit your closing binder, please submit those items via email; if any of the documents are over 9 mega bytes please put them on disk and send to your Loan Administrator.

When emailing due diligence please put the name of the project and the document name in the subject line.

Should you have any questions regarding this process please contact your Loan Administrator.

09/16/08

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